

**PUBLIC FACILITIES**  
**Parks and Recreation, Neighborhood Facilities, Senior Centers**  
***Project Packet Cover Sheet***

**Participating Municipalities:** \_\_\_\_\_

**1. Name of Project:** \_\_\_\_\_  
*(If proposing more than one Public Facility project, please complete a project packet for each proposed project. 7 pages per packet.)*

**2. Type of Project:**

- A. Check One:
- |                       |                              |
|-----------------------|------------------------------|
| Playground/Park _____ | Neighborhood Facility: _____ |
| Senior Center _____   | Other: _____                 |
- B. Check One:
- |  |  |
|--|--|
| Rehabilitation of Existing Structure _____ |  |
| New Construction _____                     |  |

**3. Project Description:** Please provide a summary of the proposed project. The summary should include a detailed scope of the total project, including the non-CDBG funded components. Applications for Senior Centers: attach a copy of the latest annual report (form EOEA-SGA) and the Volunteer Resource Sheet. For regional and joint applicants, list the amount of funds allocated per municipality for the project(s).

**1. National Objective: select a) or b)**

- a) Benefit to low and moderate income persons \_\_\_\_\_
- For this national objective, estimate the number of low and moderate income persons to benefit from Project (please provide number, not percentage) \_\_\_\_\_
- b) Elimination of slums or blighting conditions:    Area    Spot    Ÿ

**2. Project Budget Information:**

CDBG project cost:	\$ _____
CDBG delivery cost:	\$ _____
<b>Total CDBG cost:</b>	<b>\$ _____</b>
Other Project funds (if applicable):	\$ _____
<b>Total Project Cost:</b>	<b>\$ _____</b>

Cite sources of other Project funds: \_\_\_\_\_

**3. Estimated number of square feet to be rehabilitated or constructed:** \_\_\_\_\_

**4. Location of Project:** \_\_\_\_\_

**5. Who will manage/implement the Project?** \_\_\_\_\_

Project Budget: PUBLIC FACILITIES					
By funding source, please fill in the appropriate line items below. Then total each column and row.	CDBG	Other \$	Other \$	Other \$	TOTAL
<b>PUBLIC FACILITIES/BUILDING</b>					
Acquisition					
Demolition					
Carpentry/Framing/Finish Work					
Electrical					
Plumbing					
Masonry					
HVAC					
Site Work					
Roofing					
Fixtures and Furnishes					
Architecture/Engineering					
Legal/Permits					
Clerk of the Works					
Elevator					
Other: (specify)					
Contingency					
Cost per Square foot:					
<b>TOTALS BY USES:</b>					

**In addition to filling out the above form, please include a detailed cost estimate by a registered engineer, architect or other qualified person. This budget should include a line item description, and where applicable, quantities, units of measure, unit prices and totals. For green buildings please provide itemized costs for non-standard components.**

## **THRESHOLD QUESTIONS**

- 1. Identify the National Objective that will be met by the project.** Describe in detail how your project will meet a national objective and how it will be documented. (See page 70 for National Objective guidance and page 81 for the National Objective question.)
- 2. The project must be eligible for CDBG assistance.** Identify the type of project and cite the applicable provision of Section 105(a) of Title I, Housing and Community Development Act of 1974, as amended. (See both Appendix A and pages 52-54 for eligibility guidance.)
- 3. Demonstrate project consistency with the following:** Please provide a Community Development Strategy that includes the proposed project. (See "Guidance on Scored Questions" section and page 81 for the question.)

### **For All Public Facilities Projects the Following Threshold must also be met:**

Design Development Drawings for the proposed Senior Center project must be completed at the time of the application. Applicants must append one set of drawings to the original application.

### **For Senior Center Projects only, the following thresholds must also be met:**

- A) The Mayor or the Board of Selectmen must hold site control. Control can be through direct ownership or a long-term lease (at least 10 years) through the Chief Elected Official. Documentation of site control must be included within the project packet.
- B) If other funds are required to complete the project, documentation of the availability and the commitment of funds at the time of application submittal must be included within the project packet.

## **Project Need - 20 Points**

### **4. What is the need for the proposed project/program?**

The need for the project will be evaluated upon the extent to which the response meets the following criteria:

- a) Severity of need: examples of information to demonstrate severity of need include, but are not limited to, characteristics and current needs of the target population, and the condition and current uses of existing public facility(ies) and unmet program or service needs to be housed in the facility. Evidence to support need includes engineering reports/studies, compliance with health and safety standards, needs assessments, age of public facility(ies). (10 points)

- b) Need for CDBG funds and documentation of efforts to obtain other funds to accomplish this project: examples of information to demonstrate need for CDBG funds including, but are not limited to, the community's inability to finance this project and efforts to obtain non-CDBG funding (i.e., local revenues, other public and private resources) to address the identified needs. Document successful and unsuccessful efforts to secure other funds. (6 points)
- c) Community Involvement and Support: community shall demonstrate and document the community and target population's involvement in the development of this project/program, building and/or the location selected for this facility the how this community participation process resulted in support for the project/program. (4 points)

### **Project Feasibility - 20 Points**

#### **5. Why is the proposed project/program feasible?**

The feasibility of the project will be evaluated upon the extent to which the response meets the following criteria:

- a) Identification and analysis of alternative approaches, their associated costs, and the pros and cons of these approaches: Present rationale for choosing the proposed project/program, building and/or location as the most feasible, cost effective and appropriate in terms of size and/or capacity; explain how and why this approach will best meet the identified needs. (4 points)
- b) Readiness of project: examples of information to demonstrate readiness include, but are not limited to, status of site control; status of design; identification and status of all permits (e.g., environmental, health, safety, building, zoning). The availability of all other funds/resources needed to complete the project. (6 points)
- c) Explanation of current and proposed use(s), including space allocation of the facilities. (0 points)
- d) Reasonableness of Project Funding: examples of information to demonstrate reasonableness include, but are not limited to, current detailed cost estimates, comparable examples, and the process used to determine that the costs are reasonable; qualifications of the person who prepared the estimates; explanation of all sources and uses of funds; viable contingency plan to insure project completion for project cost overruns that does not include CDBG funds (excluding program income); the provision of an operating and maintenance plan, including funding sources. (8 points)
- e) Completeness and reasonableness of timeline: examples of information to demonstrate the feasibility of the timeline include, but are not limited to, description of project milestones including environmental review and permitting; time required to accomplish each milestone; how all components will be completed within the stated timeframe. (2 points)

## **Project Impact - 15 Points**

### **6. What will be the impact of the proposed project/program?**

The project impact will be evaluated upon the extent to which the response meets the following criteria:

- a) Resources leveraged: Provide documentation of resources leveraged directly for this project, which may include, but is not limited to, funding from other sources, equity, volunteer efforts, staff/in-kind contributions, and force account labor. Must include a written commitment for all leveraged resources. (6 points)
- b) Impact of the proposed project on the target area or target population: Examples of information to demonstrate impact include, but are not limited to, direct and indirect benefits to beneficiaries; quality of life considerations; economic viability; building/neighborhood stabilization, and the quantitative and qualitative measures the community will use to assess visible improvements. (4 points)
- c) The degree to which the project is consistent with the Sustainable Development Principles listed in Exhibit 5 of the One Year Action Plan. (5 points.)

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